



# Creating a Training Plan for Staff

## Training

On which topics do staff need training?

- ☐ Understanding program goals for alignment
- ☐ Seeing themselves as afterschool educators
- ☐ Communicating with teachers and schools
- ☐ Supporting learning in homework time
- ☐ Knowing school content standards
- ☐ Creating project and activity objectives to link with content
- ☐ Understanding and using tools to develop 21st century, learning skills, and study habits, such as contracts
- ☐ Collecting attendance data by individual
- ☐ Communicating about attendance with schools
- ☐ Using data to plan programming or activities
- ☐ Documenting learning to share with teachers
- ☐ Other

How much time is available, and when, for staff training?

- ☐ During orientation
- ☐ During staff meeting time
- ☐ During program breaks
- ☐ In conjunction with school teacher professional development
- ☐ At conferences
- ☐ In professional development sessions scheduled during the year
- ☐ Other

Topic	Date	Time	Who participates	Who leads